



BSBLDR411

Demonstrate leadership in the workplace

Assessment 3 of 4

Project



Assessment Instructions

Task overview

This assessment task is divided into three (3) tasks. Read each question carefully before typing your response in the space provided.

Additional resources and supporting documents

To complete this assessment, you will need:

- Fusion Graphix values
- Fusion Graphix Presentation Template



Assessment Information

Submission

You are entitled to three (3) attempts to complete this assessment satisfactorily. Incomplete assessments will not be marked and will count as one of your three attempts.

All questions must be responded to correctly to be assessed as satisfactory for this assessment.

Answers must be typed into the space provided and submitted electronically via the LMS. Hand-written assessments will not be accepted unless previously arranged with your assessor.

Reasonable adjustment

Students may request a reasonable adjustment for assessment tasks.

Reasonable adjustment usually involves varying:

- the processes for conducting the assessment [e.g. allowing additional time]
- the evidence gathering techniques [e.g. oral rather than written questioning, use of a scribe, modifications to equipment]

However, the evidence collected must allow the student to demonstrate all requirements of the unit.

Refer to the Student Handbook or contact your Trainer for further information.



Please consider the environment before printing this assessment.

Case Study

Due to complaints received from one of the company's most recent clients, John Lewis, the Studio Manager, voiced his concerns about Miranda.

After seeing the performance plans, the changes in the KPIs and reviewing Miranda's work, John suggested that you should consider replacing Miranda as her performance does not align with the organisational values and standards. The performance review showed that Miranda has issues with punctuality.

Additionally, her poor performance affects your punctuality due to the additional training you provide her with and the punctuality of the business as a whole. Her inexperience also affected the quality of the work that was delivered to the clients. Because you had less time to perform your tasks adequately and conduct a proper review due to the additional training, you did not identify a couple of inconsistencies and the client received a product below the expected standard.

John, however, believes in you and always comments positively on your passion and creativity. These two characteristics were what impressed him as well as Alan, the CEO when they decided to promote you to Graphic Design Manager.

However, you do not believe in letting employees go without giving them a chance to improve their performance, so you decided to conduct an analysis of the business values and try to find ways to resolve them.

In regards, to how your own performance has been affected, you decided to discuss the issue with your team and try to find ways to resolve it and adjust your behaviour accordingly.

Activity 1

Locate and assess **Fusion Graphix Values and Standards** and explain how your own performance will contribute to upholding all four [4] organisational values.

Two [2] of the values have not been upheld lately. You will need to identify them and explain why they have not been upheld and what you will do in the future to ensure that this will not be the case, according to the information provided in the case study.

[Approx. word count: 60 – 70 words].

Assessor instructions: Students must locate and assess Fusion Graphix Values and Standards and complete the task following the instructions provided.

A sample answer is provided below.

Own performance/issues

Own performance/issues:

Students will need to identify punctuality and quality as the two values that have not been upheld.

Sample answer:

Passion and creativity have always been part of how I perform my duties.

My punctuality has been affected due to the additional training provided.

The quality of work has been affected as I did not have enough time to perform my tasks adequately.

What you will do in the future:

To ensure punctuality and quality of work, I will have a meeting with my team members to find ways to resolve these issues.

Activity 2

You decided to compare Miranda's performance with the organisational values and identify the issues. You will need to complete your comparison in the table below by explaining how Miranda's performance aligns (or does not align) with the values and standards and what are the issues.

[You can use the information provided in the case studies in Assessment 2, to gather more information in regard to Miranda's performance].

[Approx. word count: 50 - 60 words]

Assessor instructions: Students need to fill out the table below following the instructions provided.

A sample answer is provided below.

Values and Standards	Does Miranda's performance align with the value? [Yes/No]	Explain why or why not
Passion We are passionate about what we do, and we strive to create and deliver the most amazing outcomes for your business.	<i>Yes</i>	<i>There is no issue mentioned regarding Miranda's passion</i>
Creativity Creativity and development of unique and original designs that will make you stand out is our main objective.	<i>Yes</i>	<i>There is no issue mentioned regarding Miranda's creativity</i>

Quality Producing outstanding quality work for our clients is an integral part of our operations.	<i>No</i>	<i>Miranda's inexperience has affected the quality of work produced, which resulted in clients receiving a product below the expected standards.</i>
Punctuality We understand how fast-paced the world we live in is, and we ensure product/service delivery on time ALWAYS.	<i>No</i>	<i>Miranda's performance has created issues regarding punctuality. She is falling behind schedule and the clients will not receive their products on time.</i>

Activity 3

After you identified the problem in regard to Miranda's performance, you decided to gather and organise all the relevant information and send it to John Lewis for consideration, as you were not willing to fire Miranda without giving her a proper chance. You will need to access the link [Managing performance & warnings - Fair Work Ombudsman](#) and create a presentation using the **Fusion Graphix Presentation Template**.

In your presentation you need to include:

- Title Page
- Managing Performance and Warnings
- Miranda's strengths and value added to the team
- Conclusion and recommendations

Assessor instructions: Students must develop a PowerPoint presentation following the instructions provided. Their presentations will vary but they will need to:

- Use the Fusion Graphix Presentation Template
- Have four (4) slides. Each slide needs to include information in relation to the points provided in the instructions of the activity.
- Miranda's strengths and value added to the team need to align with the information provided in the case study in Assessment 2.
- Ensure their answers align with the word count provided for each slide.

A guide is provided in the Assessor's folder under the name **Fusion Graphix Presentation Guide**.

Assessment checklist:

Students must have completed all activities within this assessment before submitting. This includes:

Assessment 3		
1	Activity 1 - Table	<input type="checkbox"/>
2	Activity 2 - Table	<input type="checkbox"/>
3	Activity 3 - Presentation	<input type="checkbox"/>



Congratulations you have reached the end of Assessment 3!

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